



NORTH DAKOTA
DEPARTMENT *of* HEALTH

9/7/16

Dear EMS Agency,

In order to protect personal information, we are changing the way individuals login to the ND EMS licensure database (also known as Big Picture). Right now, the last name is the username and the social security number is the password. We will be changing this starting on 9/23/16 in order to maintain a more secure system and keep personal information safe.

It is important that all EMS personnel make sure we have a current email address. The email address will be used by the system when the password is reset. This can be done by logging in before 9/23/16 and verifying the email address on record is correct. If an individual is not able to login, they may call and verify the email with our office.

Starting 9/23/16, the username will be the license number. The license number is on an individual's ND EMS license.

Upon and individual's first log in ON or AFTER, 9/23/16 follow these steps:

1. Go to the login page of Big Picture (<https://demst.ebigpicture.com/db/live/startup.aspx> or by clicking on the Joe Trauma badge in the bottom right hand corner of our homepage www.ndhealth.gov/ems).
2. Click on the 'forgot password' link. (This link will not show up as an option until 9/23/16 when the change takes place.)
 - a. The system will ask for a username (your license number) and email address.
3. An email will then be received from sender: 'relay@albertsonconstulting.com,' containing a link to create a new password.
 - a. Click on the link within the email.
 - b. Enter a new password.
 - i. The new password will need to be a minimum of six characters in length including the minimum of one upper case letter, one number and one special character.

If there is any trouble, please contact our office at 701.328.2388.

Thank you for helping us protect your information!

Sincerely,

A handwritten signature in cursive script, reading "Lindsey B. Narloch".

Lindsey B. Narloch, MS
Data Coordinator, Division of Emergency Medical Systems
North Dakota Department of Health